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Executive Director
Sandra Fitzpatrick

EXECUTIVE COMMITTEE MEETING #1

December 6, 2007

Hilton, Long Beach

I. Call To Order, Roll Call and Establish Quorum

Commissioner Esquivel called the meeting to order at 8:06 a.m.

Commissioners Present: Celia Esquivel, James Davis, Shannon Glavaz, Hank Lacayo, Hav Staggs, Karen Josephson

Excused: Lily Chen

Staff: Sandra Fitzpatrick, Carol Sewell

Guests: None

A quorum was present.

II. Approve Agenda

The Executive Committee agenda #1 was reviewed. Fitzpatrick noted the addition of a request from CDA Director Lynn Daucher.

M/S/C (Davis/Lacayo)

TO APPROVE THE EXECUTIVE COMMITTEE AGENDA #1 WITH ADDITIONS FOR DECEMBER 6, 2007.

III. Approve Minutes from October 2007 Meeting

The minutes from the October 3-4, 2007 Executive Committee meeting were reviewed.

M/S/C (Lacayo/Davis)

TO APPROVE THE MINUTES OF THE OCTOBER 3-4, 2007 EXECUTIVE COMMITTEE MEETING.

IV. Public Comment

None.

V. Executive Director's Report

None.

VI. Unfinished Business

A. Refer responsibility to develop an operational procedure related to CCoA participation and endorsement of public supported activities to the Operational Procedures and Bylaws Committee and expand Committee membership to include Staggs (Chair), Davis, Josephson, Rowe, Scharlach.

Commissioner Davis recommended referring the development of procedures for CCoA's participation in and/or endorsement of non-state activities to the Operational Procedures and Bylaws Committee. Executive Committee recommended expanding the Committee's membership.

M/S/C (Lacayo/Staggs)

TO REFER RESPONSIBILITY TO DEVELOP AN OPERATIONAL PROCEDURE RELATED TO CCOA PARTICIPATION AND ENDORSEMENT OF NON-STATE PROGRAMS OR PRODUCTS TO THE OPERATIONAL PROCEDURES AND BYLAWS COMMITTEE AND EXPAND COMMITTEE MEMBERSHIP TO INCLUDE STAGGS (CHAIR), JOSEPHSON, ROWE, SCHARLACH.

B. California Foundation on Aging Update

Commissioner Esquivel reported the California Foundation on Aging (CFoA) will probably meet in January, 2008. The CCoA is still waiting for the Foundation's response to the new memorandum of understanding and to questions regarding CFoA membership and financial accountability. Commissioner Esquivel and/or Commissioner Davis will attend the CFoA meeting.

VI. New Business

A. Approval of Commission Chair's Nominees for Advocacy & Policy Committee and Operational Procedures/Bylaws Committee chairs for inclusion in the 2008 slate of nominees.

Commissioner Esquivel announced the nomination of Commissioner Lacayo and Commissioner Staggs to continue as respective chairs of Advocacy and Policy Committee and Operational Procedures/Bylaws Committee.

M/S/C (Staggs/Lacayo)

TO APPROVE COMMISSIONER LACAYO AS CHAIR OF ADVOCACY & POLICY COMMITTEE AND COMMISSIONER STAGGS TO CHAIR OPERATIONAL PROCEDURES/BYLAWS COMMITTEE.

B. Budget Drills and Impact on Commission

Fitzpatrick provided an overview of recent budget reduction requirements on state-funded programs and reported on CCoA's fiscal condition. The Committee reviewed cost containment options, including meeting location, reduced number of meetings, shortened (one-day) meetings, and special event activities that utilize grant funding.

C. Director's Performance Appraisal

Commissioners Esquivel and Davis announced they would be revising the Executive Director's job description and evaluation matrix prior to review. To be completed in January.

D. Opinion-Editorial Pieces

Fitzpatrick reported on the question of drafting Op-Ed pieces and discussed how to accomplish with limited staff time. Matter to be carried forward to next Executive Committee meeting.

E. Daucher request for appointment endorsement

Fitzpatrick presented a request from CDA Director Lynn Daucher for a letter endorsing her appointment before the Senate Rules Committee

M/S/C (Davis/Glavaz)

TO SEND LETTER TO SENATE RULES COMMITTEE ENDORSING CDA DIRECTOR DAUCHER'S APPOINTMENT.

VII. Adjourn

The meeting was adjourned at 9:16 a.m.